



# City of Mountain View

Public Library  
585 Franklin Street

## Minutes

### Library Board

*Boardmembers Lopez, Shah, Stock, Vice Chair Donahue, Chair Beckman-Harned*

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Monday, December 12, 2016

7:30 PM

Gossamer Conference Room

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#### 1. CALL TO ORDER

Chair Beckman-Harned called the meeting to order at 7:33 p.m.

#### 2. ROLL CALL

**Present** 4 - Elena Lopez, Randall Stock, Vice Chair Paul Donahue, and Chairperson Max Beckman-Harned

**Absent** 1 - Sheetal Shah

#### 3. MINUTES APPROVAL

**Motion - M/S Stock/Donahue to approve the Library Board minutes of the November 21, 2016 meeting as amended. The first sentence in the minutes under oral communications from the public be changed to the following: Mayor Pat Showalter attended the meeting to thank the Board members for their service and answered questions, including questions about potential funding for the library remodel. It was also noted that some of the numbers in the Library Director's Report needed to be corrected accordingly: FY 12/13: \$2,500 to base budget, FY 14/15: \$25,000.**

**The motion carried by the following vote:**

**Yes:** 4 - Lopez, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

**Absent:** 1 - Shah

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC

Guest Nicole Vogt made some brief comments about her appreciation for library services.

#### 5. UNFINISHED BUSINESS

##### 5.1 Library Budget

The Library Director indicated there were no changes to the budget scheduled and shared some data on eBook circulation and spending. Trustee Lopez asked about the percentage of the materials budget that is spent on foreign language materials and the amount of circulation that consists of foreign language materials. Director Macek will report on this at the next meeting if available.

## 5.2 Reference and Information Services Policy

It was noted that the latest versions of the American Library Association policies should be attached to the new policy.

**The updated policy was approved by the following vote:**

**Yes:** 4 - Lopez, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

**Absent:** 1 - Shah

## 5.3 Library Card and Borrowing Policy and Circulation Limits

**The new circulation limits were approved by the following vote:**

**Yes:** 4 - Lopez, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

**Absent:** 1 - Shah

## 9. AGENDA SETTING/PLANNING

### 6. NEW BUSINESS - None

### 7. BOARD/STAFF ANNOUNCEMENTS, UPDATES, REQUESTS, AND COMMITTEE REPORTS

Trustee Lopez mentioned a research report on public libraries that she would be sharing with the mayor.

Chair Beckman-Harned said that he would be attending the mayor's meeting on Thursday.

The Board asked about the well wishes promotion the Library is doing in the lobby. Director Macek explained that in our current political environment library staff wanted to reach out and make sure all the community felt welcome in the library. Pennants with positive messages will be displayed throughout the library.

A question was raised about the Library Customer Survey that was completed a few years ago and if this was scheduled to be done again this year. Director Macek responded that because there were many facilities issues raised in the last survey, the next survey would be done after the remodel.

Trustee Donahue reported on the Heritage Park dedication and mentioned that the mayor thanked one of our librarians for her assistance with the project.

### 7.1 Director's Report

Director Macek presented the report and answered questions.

**8. DONATIONS - None****AGENDA SETTING/PLANNING**

- Elect Chair and Vice Chair
- Benchmark report and budget
- Meeting room use policy

Possible future topics include an overview of our library catalog, an update on adult services, and a discussion of community segments that aren't currently being reached by library services.

**10. ADJOURNMENT - At 8:55 p.m. Chair Beckman-Harned adjourned the meeting to the next Library Board meeting to be held on January 23, 2017.**